

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Pilot Productivity Initiative (C)

FROM:

 Acting Director, Foreign Broadcast
Information Service

EXTENSION

NO.

DS&T-268-88

25X1

DATE

23 March 1988

25X1

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

 1. DDS&T
Room 6E45 Hqts.

2.

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13.

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15.

Evan:

Here is the Forestry
Service Initiative proposal
for your transmittal to
Judge Webster.

25X1

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Pilot Productivity Initiative (C)

FROM:

R. E. Hineman
DDS&T
6E60 Hqts.

EXTENSION

NO.

DS&T-268-88

DATE

25X1

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ER
7E12 Hqts.

2. EXDIR

3. DDCI

4. DCI

5.

6. D/FBIS

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25X1

FORM 1-79 **610** USE PREVIOUS EDITIONS**CONFIDENTIAL**

DS&T-268-88

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Pilot Productivity Initiative (C)

1. This memorandum requests your approval in principle to conduct a pilot program aimed at enhancing employee productivity and morale by provisionally modifying certain Agency requirements and procedures. (C)

2. Impressed by the concept and success of an innovative pilot project at the USDA Forestry Service that has raised productivity and morale by pushing decisionmaking downward, rewarding initiative and removing red tape, I have identified one group in the DS&T/Foreign Broadcast Information Service as a particularly suitable candidate to carry out a similar experiment in the Agency. FBIS management sees its organization as one which would lend itself to and benefit from this project and would be willing to work the problem vigorously. The 200-plus person Production Group, responsible for exploiting publications and documents and providing language support for the Intelligence Community, is a homogeneous, stable group whose critical personnel and budget situation make it ideal for this sort of initiative. (C)

3. As at the Forestry Service, employees of Production Group in preliminary brainstorming sessions have developed a number of proposals that they believe will improve their productivity, morale, and service overall. Two of these are crucial: 1) combining into one line-item the funding of personal and nonpersonal services and 2) instituting internal control over the group's personnel structure. With your approval in principle to undertake the initiative, we will arrange with the Office of General Counsel and Comptroller the necessary modifications of standard procedures and authorities that may be required. (C)

4. This pilot program will provide useful experience for the directorate and serve my goal of enhancing our foreign language capabilities. It also should be of interest to other directorates thinking of management innovations. It will be conducted by FBIS in consultation with the Office of General Counsel, the Comptroller, and the Human Resources Modernization and Compensation Task Force and the results will be shared with other Agency offices. (C)

R. E. Hineman

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SUBJECT: Pilot Productivity Initiative (C)

CONCUR:

Executive Director

Date

Deputy Director of Central Intelligence

Date

APPROVED:

Director of Central Intelligence

Date

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SUBJECT: Pilot Productivity Initiative (C)

Distribution:

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DDS&T/FBIS, (18 Mar 88)

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